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Employment
Opportunities
for Ontario's
Youth

from your
Provincial
Government

and your
Federal
Government





Ontario



Secretariat for
Social
Development

Youth
Secretariat

416/965-3540

2nd Floor
700 Bay Street
Toronto Ontario
M5G 1Z6

The Government of Ontario recognizes that while the problem of high levels of youth unemployment is severe, it is also multifaceted. The establishment of the Ontario Youth Secretariat, to serve as a platform for youth concerns, reflects this government's sincere efforts to address our young people's varying needs.

In recent years, the province has responded to these needs by initiating a variety of youth services and employment programs designed to stimulate the creation of job opportunities in both public and private sectors. Such programs as Experience '79, the Ontario Career Action Program and the Ontario Youth Employment Program provide young people with valuable job training which will ultimately assist them in securing full-time employment.

I am pleased to have the opportunity to collaborate with my federal counterpart, the Honourable Bud Cullen, in producing this informative brochure. It clearly outlines both governments' programs and services for Ontario's youth. If we have left any questions unanswered, please draw them to our attention. We are here to listen.

Sincerely,

Margaret Birch,
Minister,
Secretariat for Social Development.



Minister
Employment and Immigration

Ministre
Emploi et Immigration

The Federal Government's Employment Strategy for 1979-80 which I announced in September, 1978 places heavy emphasis on programs and services designed to provide and improve the employment opportunities of young Canadians in today's labour market. These programs are varied to meet the different needs of students and young workers. Job Experience Training (JET), Co-operative Education/Work Experience Training and the Summer Youth Employment Program are three examples of programs created to help develop skills, interests and to assist in career development.

As youth employment is a major concern in all areas of this country, my Commission works closely with the Government of Ontario to maximize the effectiveness of youth employment programs and services. This brochure is produced jointly to ensure that you are aware of all the federal and provincial initiatives which can help young people to become employed now or prepared for work in the future.

I hope you will read this information carefully and consider all your alternatives. If you have questions on any of this material, contact the places listed on the back page of this book. Don't be afraid to ask, we are here to help you because together we can make these programs work for you.

Yours sincerely,

Bud Cullen

305 Rideau Street
Ottawa K1A 0J9

305, rue Rideau
Ottawa K1A 0J9

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introduction

One of the primary objectives of the Canada Employment and Immigration Commission is to help youth prepare for the labour market and to reduce the number of unskilled and occupationally ill-prepared young people entering the work force.

In response to the increasing numbers of young people leaving school and the particular problems they experience, a number of special youth programs and services have been developed by the Commission.

The Ontario Youth Secretariat also develops programs for youth which are designed to deal with the multi-faceted problem of youth unemployment. Many of these programs are planned in recognition of the all too familiar cyclical problem of no experience then no job but if one has no job, then one cannot obtain job experience. The Secretariat works to implement new initiatives that will offer young people valuable job training.

This booklet describes 33 programs and 11 services which have been created to assist young people to obtain employment or prepare for the job market.

No attempt has been made to give all the details of each program. The information is presented to let you know what is available in Ontario. If you see something you may be interested in or qualified for, please follow-up with the Information Contact listed or with the Contacts noted on the back page.

All programs are summarized in a chart for ease of reference.

programs

Experience '79 Program



Ontario Youth Secretariat

DESCRIPTION

Experience '79 offers the young men and women of Ontario a wide range of experience-based employment opportunities in the broad areas of culture, recreation, social services, education and the environment. Encompassing 111 components, the program is administered through various Provincial Ministries and associated agencies. In all cases the main emphasis has been given to the development of jobs that afford participants valuable job experience.

NUMBER OF POSITIONS

13,500

TIME-FRAME

May-September

QUALIFICATIONS

Vary in nature, depending upon the position. The overall program is intended for young people 15 to 24 years of age.

RATES OF PAY

Provincial minimum wage.

APPLICATION PROCEDURE

The program's guidebook and application form are distributed throughout the province to all high school libraries, post-secondary placement offices, Canada Employment Centres and YMCA/YWCAs. Interested candidates send their applications to the appropriate Ministry.

DEADLINE

For post-secondary employment: April 1, 1979
For all others: April 16, 1979

INFORMATION CONTACT

Ontario Youth Secretariat
Ontario Experience '79
Box 500
Queen's Park, Toronto, Ontario
M7A 1Z1

Summer Youth Employment Program



Canada Employment and Immigration Commission

DESCRIPTION

This program creates summer employment that will be socially useful and personally satisfying for all the young people involved. Twenty-three components operated by 10 federal departments offer a wide range of employment opportunities ranging from career-related positions and research jobs to manual labour and vigorous outdoor activities.

NUMBER OF POSITIONS

64,000 across Canada

QUALIFICATIONS

Each component has its own criteria but opportunities are available for secondary and post-secondary students, as well as youth who have left school. (i.e. Canada Employment Centres for Students program is one component hiring 350 post-secondary school students in Ontario.)

RATE OF PAY

Varies with the different components.

TIME-FRAME

April to September, 1979, except for the Canada Employment Centres for Students program which commences in February.

APPLICATION PROCEDURE

Contact local Canada Employment Centre for Students to find what projects will be operating locally.

DEADLINE

Varies locally with each component.

INFORMATION CONTACT

Canada Employment Centres for Students.
The following federal departments have components under the program.
Employment and Immigration
(Canada Employment Centres for Students is a major component which recorded over 109,000 placements in Ontario in 1978.)
Fisheries and Environment
Health and Welfare
Solicitor General
Justice
Consumer and Corporate Affairs
Labour
National Defence
Secretary of State
Indian and Northern Affairs

Regular Summer Replacement Hiring



Ontario Ministries

DESCRIPTION

Each summer, the various Provincial Ministries and associated agencies provide a wide range of jobs to replace vacationing staff. The work may be technical, labour oriented, clerical or professional in nature.

NUMBER OF POSITIONS

Approximately 8,500

QUALIFICATIONS

For students. Vary depending upon the position.

RATE OF PAY

Varies depending upon the position.

TIME-FRAME

May - September. Varies depending upon the position.

APPLICATION PROCEDURE

Interested candidates apply to the specific Ministry in which they are interested. The addresses for each Ministry are in local telephone directories under Government-Ontario.


DEADLINE

Applications should be submitted in early Fall.

INFORMATION CONTACT:

Ontario Civil Service Commission
Queen's Park
Toronto, Ontario
M7A 1Z5
or
Personnel Department of individual Ontario Ministries

Career-Oriented Summer Employment Program

 Public Service Commission of Canada

DESCRIPTION

Under the Career-Oriented Summer Employment Program, challenging summer employment is arranged in a number of federal departments and agencies, in locations throughout Canada. For some jobs, students must be willing to relocate. These career-oriented assignments provide students an opportunity to look at career possibilities that may be open after graduation, as well as providing potential employers in the federal government with the opportunity to see students at work.

Opportunities include:

- Geological Survey of Canada—Summer Program
- Surveys and Mapping Branch—Summer Program
- Student Customs Officer Program
- as well as various other positions in federal departments and agencies.

NUMBER OF POSITIONS

Varies.

QUALIFICATIONS

Vary with the department and the position. Programs are open to full-time students at universities, colleges, CEGEPs or technical institutes, continuing studies in 1979-80.

RATE OF PAY

Varies with the position.

TIME-FRAME

May and June to late August or early September.

APPLICATION PROCEDURE

Applications are submitted on the Career-Oriented Summer Employment forms to campus placement offices or to the Public Service Commission regional staffing office.

DEADLINE


Recruiting takes place from late January to early June and students are encouraged to apply early to ensure full consideration of their application.

INFORMATION CONTACT

Post-Secondary Recruitment Division,
Public Service Commission of Canada,
15th Floor, l'Esplanade Laurier,
300 Laurier Avenue West,
Ottawa, Ontario
K1A 0M7

Public Service Commission of Canada,
Ontario Regional Staffing Office,
Suite 110,
180 Dundas Street,
Toronto, Ontario
M5G 2A8
or your Campus Placement Office

Job Experience Training Program (JET)

 Canada Employment and Immigration Commission

DESCRIPTION

This program places recent school-leavers in subsidized private sector jobs for a period of up to 26 weeks, with a potential for permanent employment. Employers enter into agreements with the federal government to hire youth for full-time jobs that will not displace those already employed. All JET participants undergo a special Pre-Employment Orientation session to develop job-keeping skills before being placed with an employer.

NUMBER OF POSITIONS

Over 11,000 in Ontario in 1978-79.

QUALIFICATIONS

Must be 16-24 years of age, unable to find or retain employment due to lack of work experience or skills, registered at a Canada Employment or Youth Employment Centre and have been out of school from three to 36 months.

RATE OF PAY

No less than Provincial minimum wage.

TIME-FRAME

Up to 26 weeks.

APPLICATION PROCEDURE:

Contact local Canada Employment Centre, Youth Employment Centre or Canada Employment Centre on Campus.

INFORMATION CONTACT

JET Counsellor at one of the above offices.

Employment Tax Credit Program



Canada Employment and Immigration Commission

DESCRIPTION

This program, designed to increase employment opportunities, offers participating employers a tax credit of \$1.50/hour in Southern Ontario and \$1.75/hour in Northern Ontario for up to 52 weeks for each person hired under the program. The jobs must be created in addition to the employer's normal work force and estimated to last a minimum of three consecutive months.

NUMBER OF POSITIONS

Target of 18,600 new jobs in Ontario.

QUALIFICATIONS

While this is not a specific initiative for youth, unemployed young people may be hired under this program. Persons must be unemployed and registered with a Canada Employment Centre or Canada Farm Labour Pool office.

RATE OF PAY

No less than Provincial minimum wage.

TIME-FRAME

Year round.

APPLICATION PROCEDURE

Contact Local Canada Employment Centre or Canada Farm Labour Pool

INFORMATION CONTACT

As above.
Interested employers should call
(416) 224-1750

Job Exploration By Students Program



Canada Employment and Immigration Commission

DESCRIPTION

This program provides potential secondary school leavers with up to nine weeks of summer work to help them make more realistic decisions about remaining in the work force or returning to school. The Federal Government funds sponsors, such as Chambers of Commerce, Boards of Trade or other business-based groups to operate this program. Employers hiring these students are reimbursed for up to 50% of the wages paid, to a maximum of \$560.

NUMBER OF POSITIONS

1,263 in Ontario in 1978. Similar numbers in 1979.

QUALIFICATIONS

Students, 15 to 19, are identified by school Guidance Counsellors and referred to the local Program Co-ordinator who matches them with jobs.

RATES OF PAY

No less than Provincial minimum wage.

TIME-FRAME

Nine weeks between 18 June and 31 August 1979.

APPLICATION PROCEDURE

Students should contact their Guidance Department and interested employers should contact their local Canada Employment Centre.

INFORMATION CONTACT

Youth Counsellor or JET Counsellor in the Canada Employment Centre.

Ontario Career Action Program (O.C.A.P.)



Ontario Ministry of Education
(Colleges and Universities)

DESCRIPTION

Operating on a year round basis, this program offers young people, who have left the educational system, an opportunity to gain work experience and to develop job skills. Work and training in a wide variety of employment fields are provided in both the private and public sectors. OCAP trainees receive a weekly stipend for a maximum of 16 weeks of employment.

NUMBER OF POSITIONS

1978-5,750. 1979-to be determined.

QUALIFICATIONS

Young people, 16 to 24, who are out of the educational system and have been unemployed for a minimum of six weeks.

RATE OF PAY

Participants receive a weekly stipend of \$100.00.

TIME-FRAME

Year-round.


APPLICATION PROCEDURE

Applications can be obtained from the central OCAP Administration Office in Toronto-see Information Contact.
Information is also available at Canada Employment Centres.

INFORMATION CONTACT

Ontario Career Action Program
Ministry of Education
2nd Floor, 32 Grenville Street
Toronto, Ontario.

Ontario Youth Employment Program (O.Y.E.P.)

 Ontario Ministry of Intergovernmental Affairs/Ontario Youth Secretariat

DESCRIPTION:

The Ontario Youth Employment Program will operate for a 26 week period to enable Ontario's farm and business communities to create additional employment opportunities for young people. The program offers employers a \$1.25 per hour subsidy towards the wages of young people, who are hired for newly created jobs.

NUMBER OF POSITIONS

More than 40,000 jobs

QUALIFICATIONS

Unemployed young people, 15-24 years of age, residing in and eligible to work in Ontario.

RATE OF PAY

As determined by the employer.

TIME FRAME April 30 to October 21, 1979.

APPLICATION PROCEDURE

Employers are directed to contact the Ministry of Intergovernmental Affairs, Subsidies Branch, in Toronto to obtain application forms. Notification of approval must be received by the employer before hiring.


APPLICATION DEADLINE

July 3, 1979 or earlier should funds become exhausted.

INFORMATION CONTACT

Businesses should contact:
Ministry of Intergovernmental Affairs,
Subsidies Branch,
Queen's Park
Toronto, Ontario
M7A 2R8
Telephone: 965-0570 or
1-800-268-7692 (toll free)
In Northern Ontario call Toronto
collect: 965-0570

Co-operative Education Program

 Canada Employment and Immigration Commission

DESCRIPTION

Co-operative Education programs alternate practical work with study by placing full-time secondary and post-secondary students in jobs related to their in-school courses. The aim is to ease students' later transition from the school setting to the permanent work force by combining formal studies with realistic work experience.

The Federal Government provides the Province with funds to assist in the development of Co-operative Education programs, paying up to 50% of the first year start-up costs, to a maximum of \$100,000, excluding student wages.

PARTICIPANTS:

Students enrolled in Co-operative Education/Co-operative Work Programs in secondary and post-secondary schools.

TIME-FRAME

Year-round.


APPLICATION PROCEDURE

Educational institutions submit proposals to the Ontario Ministry of Education.

INFORMATION CONTACT

Students should contact their Guidance Department or Faculty Advisor for further details.

Experience '79 Program 0114 Agricrew Program

 Ontario Ministry of Agriculture and Food

DESCRIPTION

Students will work in teams, providing agricultural labour for local farmers. The type of work includes fencing, painting, and general farm repairs.

NUMBER OF POSITIONS

320

QUALIFICATIONS

Secondary school students with an interest in farming and with some agricultural skills.

RATE OF PAY

Provincial Minimum Wage.

TIME FRAME

July and August.

APPLICATION PROCEDURE

Interested candidates send their Experience '79 application form directly to the Ministry of Agriculture and Food., Program 0114.

DEADLINE

April 16, 1979

INFORMATION CONTACT

Agricrew
Extension Branch
Ministry of Agriculture and Food
1200 Bay Street, 8th Floor
Toronto, Ontario
M5H 2X6

Experience '79 Program 0112 Junior Agriculturalist Farm Program



Ontario Ministry of Agriculture
and Food

DESCRIPTION

This program provides students from urban centres an opportunity to gain practical farm experience and insight into rural life. The participants will live and work on a farm for a nine week period during the summer.

NUMBER OF POSITIONS

280.

QUALIFICATIONS

16 and 17 year old students with no previous farming background.

RATE OF PAY

Provincial Minimum Wage.

TIME FRAME

July and August.

APPLICATION PROCEDURE

Interested candidates send their Experience '79 application forms directly to the Ministry of Agriculture and Food.

DEADLINE

April 16, 1979

INFORMATION CONTACT

Junior Agriculturist Program
Extension Branch
Ministry of Agriculture and Food
1200 Bay Street, 18th Floor
Toronto, Ontario
M5H 2X6

Junior Conservationist Award Program



Ontario Ministry of Natural Resources

DESCRIPTION

Covering a seven week period, the program encompasses a wide range of projects designed to develop a young person's appreciation of the concepts of resource management. Activities which are carried out in cooperation with Ontario's Conservation Authorities include studies in watershed management, pollution, soil erosion, forestry, wildlife management, and environmental education.

NUMBER OF POSITIONS

35.

QUALIFICATIONS

Participants must have reached their 16th birthday, but not have turned 19 by June 30. All applicants must have demonstrated an interest in conservation by active membership in a conservation agency and must be sponsored by such an agency, e.g. 4-H Clubs, Nature Clubs, Sportsmen's Clubs, Boy Scouts, Girl Guides and Conservation Authorities.

RATE OF PAY

\$10.00 per day, 6 day week, plus room and board.

TIME FRAME July and August.

APPLICATION PROCEDURE

Interested candidates contact your sponsoring agency or:
Director
Conservation Authorities Branch
Ministry of Natural Resources
Toronto, Ontario
M7A 1W3

DEADLINE

April 1, 1979.

INFORMATION CONTACT

same as above.

Junior Forest Ranger Program



Ontario Ministry of Natural Resources

DESCRIPTION

This program provides the youth of Ontario with an opportunity to acquire a knowledge of the management of natural resources through a working and learning experience. Work assignments vary from planting tree seedlings, cleaning and developing water access points, to improving campsites and cutting out portages.

NUMBER OF POSITIONS

1,968

QUALIFICATIONS

Must be 17 years of age, and not yet 18 on August 31, resident in Ontario and enrolled in secondary school

RATE OF PAY

Junior Rangers receive free board and lodging plus a basic wage of \$10 per day, six days a week.

TIME FRAME

July and August.

APPLICATION PROCEDURE

The program's guidebook is distributed to all high schools, Northern Affairs offices and the Ministry of Natural Resources district offices throughout the province. Interested candidates contact the Ministry of Natural Resources to obtain an application form.

DEADLINE

February 1. Applications are received between September and February.

INFORMATION CONTACT

Junior Ranger Program
Personnel Services Branch
Ministry of Natural Resources
Whitney Block
Toronto, Ontario
M7A 1W3

Young Canada Works



Canada Employment and Immigration Commission

DESCRIPTION

This program is designed to reduce student summer unemployment by enabling established organizations to sponsor employment generating projects in response to community need. The created jobs should enable students to test their career aspirations and/or acquire practical experience and training.

NUMBER OF POSITIONS

35,000 across Canada in 1979.

QUALIFICATIONS

Each project has its own criteria. Preference is given to students.

RATE OF PAY

Program Managers—\$156/week.
Project Employees—Provincial minimum wage.

TIME FRAME

April 30–September 8, 1979.

APPLICATION PROCEDURE

Individuals should register with their Canada Employment Centre or Canada Employment Centre for Students. Program Managers hire project employees through these offices.

INFORMATION CONTACT

Local Canada Employment Centre or
Canada Employment Centre for Students.

Youth Job Corps



Canada Employment and Immigration Commission

DESCRIPTION

The Youth Job Corps Program's main objective is to create employment opportunities for unemployed youth, through projects developed by Federal departments and agencies. Sponsoring departments and agencies develop proposals that provide young people with training and experience which will improve their employability. The Youth Job Corps Program will incorporate two distinct components:

- (a) *Non-Student (Year-Round) Projects*—projects which create jobs for non-students. These projects may operate for a maximum of 52 weeks and a minimum of eight consecutive weeks.
- (b) *Student (Summer) Projects*—projects which create jobs for students. These projects may operate for a minimum of eight and a maximum of 14 consecutive weeks.

NUMBER OF POSITIONS

8,000 students and 16,500 non-students across Canada in 1979.

QUALIFICATIONS

Project Leaders: Departments are encouraged to select young people as project leaders.

Employees: Should be between the ages of 16 and 24. Students are hired for the summer component and non-students for the year-round component.

RATE OF PAY

Project Leader—up to \$228.00/week
Assistant Leader—up to \$156.00/week
Project Employees—Provincial minimum wage.

TIME FRAME

Year-round component—
April 1, 1979–March 31, 1980.
Summer component—
April 1, 1979–August 31, 1979.

APPLICATION PROCEDURE

Individuals should register with their Canada Employment Centre or Canada Employment Centre for Students. Project Leaders hire students through the Canada Employment Centre for Students and non-students through the Canada Employment Centre.

INFORMATION CONTACT

Local Canada Employment Centre or
Canada Employment Centre for Students.

Involvement in Municipal Administration

Ontario Ministry of Intergovernmental Affairs

DESCRIPTION

This program is aimed at providing a summer work experience for students interested in careers in local government, either as community planners or as administrators.

NUMBER OF POSITIONS

376 in 1978. 1979 figure to be determined.

QUALIFICATIONS

Eligible students should be enrolled in urban/regional planning, public/business administration, urban geography, political science, economics or commerce at the University or Community College level. Their course of study must have a significant component applicable to local government.

RATE OF PAY

Varies. The Ministry provides subsidies up to \$125 a week per youth to municipalities and planning boards to hire students during the summer for a maximum of 20 weeks.

TIME-FRAME May–August.

APPLICATION PROCEDURE

Municipalities and planning boards who wish to employ students under the IMA Program may request Canada Employment Centres to refer eligible candidates. Students who wish to participate in the program should contact the IMA liaison person in their Community College or University.

DEADLINE April 1, 1979.

INFORMATION CONTACT

Ministry of Intergovernmental Affairs
Finance and Grants Policy Branch
4th Floor, Frost Building South
Queen's Park, Toronto, Ontario
M7A 1Y7

Small Business Intern Program



Department of Industry, Trade & Commerce

DESCRIPTION

This program is designed to create permanent job opportunities for recent post-secondary graduates, and to enhance the growth potential and competitive position of small and medium-sized businesses. Firms hire recent graduates who wish to acquire practical experience in the small business environment. The jobs offered must be challenging new positions that are in addition to the normal work force, and must have the potential for providing continuing employment after the termination of assistance.

NUMBER OF POSITIONS

Approximately 450 in Ontario.

QUALIFICATIONS

Interns must have completed a recognized program of study lasting two or more years beyond secondary school. They must also not have worked for the company in the last six months, hold any shares in it, or be related to any member of its management or owners.

RATE OF PAY

Employers are reimbursed for 50% of an intern's wages, up to a maximum of \$675 per month, for a period not exceeding 12 months.

TIME-FRAME

Year-round.

APPLICATION PROCEDURE

Brochures, including application forms, are available at all Canada Employment Centres on Campus. Completed applications should be sent to:

Small Business Intern Program
Department of Industry, Trade & Commerce
Commerce Court West
51st Floor, Box 325
Toronto, Ontario
M5L 1G1

DEADLINE

Operates year-round.

INFORMATION CONTACT

As above and local Canada Employment Centres.

Scientific and Technical Employment Program

 National Research Council

DESCRIPTION

This program is designed to stimulate the creation of permanent research and development jobs in the private sector for unemployed graduates with scientific and technical backgrounds, by offering a direct wage subsidy to employers.

NUMBER OF POSITIONS 475 across Canada.

RATE OF PAY

Subsidy varies from approximately \$8,000 to \$14,000 per employee for a period of one year.

TIME FRAME Year-round.

QUALIFICATIONS

As well as being unemployed, scientists hired under this program must have a degree from a recognized university, and technicians must have obtained a diploma following a minimum of two years study at a community college.

APPLICATION PROCEDURE

Since STEP applications must originate with a company, graduates may contact the National Research Council for information only. The more direct avenue to employment under this program is through the potential employer.

Company proposals for funding under this program should be addressed to:

Program Secretary
Committee on Industrial Assistance
National Research Council of Canada
100 Sussex Drive
Ottawa, Ontario
K1A 0R6

DEADLINE Operates year-round.

INFORMATION CONTACT

As above or at local Canada Employment Centre on Campus.

Experience '79 Program 1401 Students in Personnel

 Ontario Ministry of Labour

DESCRIPTION

Operated in cooperation with the Civil Service Commission and the Personnel Council, this program places students in personnel offices of government and private industry. Students will be actively involved in the various aspects of personnel, i.e.: recruitment, job classification, compensation, health and safety, staff development and training, and labour relations.

NUMBER OF POSITIONS

80.

QUALIFICATIONS

Senior university and community college students, preferably in Business Administration and the Social Sciences with a demonstrated interest in the personnel field.

RATE OF PAY

Provincial Minimum Wage.

TIME FRAME

May–August.

APPLICATION PROCEDURE

Interested candidates send a resume and their Experience '79 application form to the Ministry of Labour, Program 1401.

DEADLINE DATE

April 1, 1979.

INFORMATION CONTACT

Ministry of Labour
Personnel Branch
400 University Avenue, 2nd floor
Toronto, Ontario
M7A 1T7

Students Training in Industrial Relations

 Ontario Ministry of Labour

PROGRAM DESCRIPTION

This program's objective is to provide practical exposure in the field of industrial relations. To this end, students are hired by the Ministry and placed throughout the province with sponsoring organizations, companies, unions, law firms and consulting firms.

NUMBER OF POSITIONS 55.

QUALIFICATIONS

Primarily open to senior university students with experience in industrial relations and an academic background in the area of law, business administration, commerce, or finance.

RATE OF PAY

\$170.00 per week.

TIME FRAME

May 14–August 31.

APPLICATION PROCEDURE

Applications are to be made on Ministry of Labour summer student application forms. In addition, students are requested to provide academic references and outlines of their career objectives. Applications are to be sent to the Ministry of Labour's Central Office in Toronto.

DEADLINE

January 16, 1979.

INFORMATION CONTACT

Ontario Ministry of Labour
STIR Program, 7th Floor
400 University Avenue
Toronto, Ontario
M7A 1T7

Experience '79 Program 0320 Student Venture Capital

Ontario Ministry of Education
(Colleges and Universities)

DESCRIPTION

Through this program, students receive interest-free loans, to a maximum of \$1000 per venture, to own and operate their own summer businesses. Successful applicants will provide progress reports and financial statements on a regular basis and repay their loans on or before October 31, 1979.

NUMBER OF POSITIONS

160.

QUALIFICATIONS

Senior secondary or post-secondary students, 18 years of age or over.

RATE OF PAY

Remuneration is based on the success of each individual business venture. None is guaranteed.

TIME FRAME

May-August.

APPLICATION PROCEDURE

Student Venture Capital brochures and project application forms, in addition to the Experience '79 forms are distributed to all high schools and post-secondary institutions throughout the province. Applications are reviewed by local Chambers of Commerce and the Ministry of Education.

DEADLINE DATE

Experience '79 deadline.

INFORMATION CONTACT

Student Venture Capital
Experience '79 Program Administrator
Ministry of Education
6th Floor, Mowat Block
Queen's Park
Toronto, Ontario
M7A 1B8

Katimavik



A non-profit organization funded by
the Department of National Defence

DESCRIPTION

Katimavik is an action-learning program encouraging personal development of the participants and serving Canadian communities. Participants are divided into teams and after a one-month training camp, each team goes to work on a community or ongoing government project. Each team works in three different regions of Canada during the program.

NUMBER OF POSITIONS

1,180 across Canada.

QUALIFICATIONS

Participants should be between 17 and 21 and in good physical and mental health. Field staff should be 23 or older.

RATE OF PAY

Participants receive a \$1.00 daily allowance, in addition to food, lodging and transportation. At the conclusion of the program, each participant also receives \$1,000 to facilitate their return to the job market or academic life.

TIME FRAME

Year-round.

APPLICATION PROCEDURE

Application forms and brochures are available at your local Canada Employment Centre. Individuals interested in being a group leader or co-ordinator should send a resume to:

Katimavik
323 Chapel Street
Ottawa, Ontario
K1N 7Z2

Participants send applications to:

Katimavik
2270 Avenue Pierre Dupuy
Cite du Havre
Montreal, Quebec
H3C 3R4

DEADLINE

Application deadlines vary between 23 April and 11 July, depending on starting date of the project.

INFORMATION CONTACT

Address listed above.

Experience '79 Program 0701A Assisting Community Agencies

Ontario Ministry of Culture and Recreation

DESCRIPTION

This program is designed to enable Ontario's non-profit community-based agencies and provincial organizations that are involved in citizenship development, cultural activities, heritage conservation and/or recreation, to offer increased summer employment opportunities for young people.

NUMBER OF POSITIONS

1750-2000.

QUALIFICATIONS

Young people who are residents of Ontario.

RATE OF PAY

Provincial Minimum Wage.

TIME FRAME

May-August.

APPLICATION PROCEDURE

As this program is on a cost-shared basis, hiring is carried out by the local organizations. Employment positions are publicized locally, for example, through Canada Employment Centres for Students. The Experience '79 application deadline is waived with respect to this program.

INFORMATION CONTACT

Ministry of Culture and Recreation
Youth Programs Coordinator
Finance and Administration Branch
6th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9

Experience '79 Program 0201 Legal Aid Clinics

Ontario Ministry of
The Attorney General

DESCRIPTION

This program provides law students with opportunities to work in Legal Aid Clinics involved in community problems and to offer legal assistance to persons who cannot afford legal counsel. This program is in effect at nine student legal aid clinics located in Kingston, London, Ottawa, Toronto and Windsor.

NUMBER OF POSITIONS

159.

QUALIFICATIONS

Students who have completed at least the first year of law and who have assisted as volunteers in the student legal aid clinic at the university to which they are applying.

RATE OF PAY

Provincial Minimum Wage.

TIME FRAME

May-August.

APPLICATION PROCEDURE

Interested candidates send their Experience '79 application forms to the Ministry of the Attorney General.

DEADLINE DATE

April 1, 1979.

INFORMATION CONTACT

Program 0201
Student Legal Aid Clinics
c/o Personnel Management Branch
Ministry of the Attorney General
14th Floor, 18 King Street East
Toronto, Ontario
M5C 1C5

Experience '79 Program 0322 Native Students

Ontario Ministry of Education
(Colleges and Universities)

DESCRIPTION

Through this program, opportunities exist for native secondary school students to work in the academic and administrative departments of various post-secondary institutions in Ontario. The program is designed to provide an indoctrination into the campus environment and thus encourage native secondary school graduates to continue their education.

NUMBER OF POSITIONS

160.

QUALIFICATIONS

Native Secondary School Students.

RATE OF PAY

Provincial Minimum Wage.

TIME FRAME

July and August.

APPLICATION PROCEDURE

Interested candidates send their Experience '79 application form to the Ministry of Education.

DEADLINE DATE

April 16, 1979.

INFORMATION CONTACT

Experience '79 Program Administrator
Ministry of Education
6th floor, Mowat Block
Queen's Park, Toronto, Ontario
M7A 1B8

Native Youth Internship Program



Canada Employment and Immigration Commission

DESCRIPTION

This program is designed to increase summer employment opportunities for Native/Metis youth by hiring them to work in various facets of the Canada Employment and Immigration Commission. Some youth work as Student Placement Officers in Canada Employment Centres for Students and others work in a variety of positions in regular Canada Employment Centres. All jobs are intended to broaden and enhance the participants' experience, skills and knowledge.

NUMBER OF POSITIONS

42 in Ontario in 1978. Similar numbers in 1979.

QUALIFICATIONS

Applicants must be Native youth between the ages of 16 and 25.

RATE OF PAY

Varies according to type of work being done.

TIME FRAME May - September.

APPLICATION PROCEDURE

Contact the local Canada Employment Centre.

INFORMATION CONTACT

Local Canada Employment Centre, or:
Native Services
Canada Employment and
Immigration Commission
Ontario Region
4900 Yonge Street
Willowdale, Ontario
M2N 6A8

Canada World Youth



Canadian International Development Agency

DESCRIPTION

This eight month exchange program offers Young Canadians a learning and developmental experience through voluntary work projects in select Canadian communities and developing countries in Africa, Asia or Latin America.

NUMBER OF POSITIONS

110 in Ontario.

A limited number of positions are available for Field Staff who will oversee and co-ordinate the work of the other participants.

QUALIFICATIONS

Applicants must be Canadian citizens or permanent residents. Participants must be between the ages of 17 and 20 and field staff must be over 21.

RATE OF PAY

Costs of food, lodging and transportation, as well as some pocket money are provided by Canada World Youth. Field Staff are paid at the rate of \$1,000/month for co-ordinators, and \$800/month for group leaders, with travel and other incidentals also covered.

TIME FRAME

Program A begins July 6 - Program B begins September 7. Field Staff begin working in April and May for Program A, and in June and July for Program B.

APPLICATION PROCEDURE

Applications for the 1979-80 Canada World Youth Program are available from: local Canada Employment Centres, all high schools, universities and community colleges, or directly from the Canada World Youth Ontario Office.

APPLICATION DEADLINE

Field Staff

Program A - February 9
Program B - April 13

Participants

Program A - March 15
Program B - April 1

INFORMATION CONTACT

Ontario Regional Office
Canada World Youth
627 Davenport Road
Toronto, Ontario
M5R 1L2

Youth Care for Senior Citizens

Ontario Ministry of Community and Social Services

DESCRIPTION

Operated on a year round basis though the Ministry of Community and Social Services, Municipal Welfare Branch, this program employs young people to work in institutions caring for the handicapped and the elderly.

NUMBER OF POSITIONS

1978-79-505. 1979-80 figure to be determined.

QUALIFICATIONS

Young people 18-25 years.

RATE OF PAY

Varies depending upon the position and the institution. Institutions receive grants of \$20.00 per day towards the participants wages.

TIME FRAME

Year-round.

APPLICATION PROCEDURE

Municipalities interested in participating in the program should apply to the Ministry for grants on behalf of the institutions. The institutions do their own hiring and placement.

INFORMATION CONTACT

Ministry of Community and Social Services
Municipal Welfare and Consulting Branch
2195 Yonge Street, 7th Floor
Toronto, Ontario
M4S 2B2

Canadian University Service Overseas (CUSO)



Canadian International Development Agency

DESCRIPTION

The primary purpose of this non-governmental, charitable organization is the recruitment and selection of qualified Canadians for postings in response to specific requests from Third World governments and agencies. CUSO participants are generally more concerned with contributing to the development of Third World countries and participating in a learning experience than in monetary gain.

NUMBER OF POSITIONS

300 across Canada.

QUALIFICATIONS

A demonstrated skill in a particular field, or academic or skill qualifications in the form of a degree or trade papers. Demand for skills varies with the countries involved and their particular needs.

RATE OF PAY

All travel and personal living expenses are provided, along with a salary that varies according to the country of posting.

TIME-FRAME

Year-round.

APPLICATION PROCEDURE

Selection is made on the basis of a personal interview and postings are made in response to a country's identified needs.
Contact:
Canadian University Service Overseas
33 St. George Street
Toronto, Ontario
M5S 1A1

INFORMATION CONTACT

As above, or your local Canada Employment Centre or Canada Employment Centre on Campus.

International Youth Exchange Programs



Canada Employment and Immigration Commission

DESCRIPTION

These programs involve several different exchanges to various countries. Young Canadians are offered an opportunity to gain a working experience for a period varying from the summer months to one year.

NUMBER OF POSITIONS

Approximately 2,400 Canadians in 1978.

QUALIFICATIONS

Applicants must be Canadian citizens between 18 and 30 years of age and be in good health, as well as meeting the specific requirements for each exchange. Many of the programs are for post-secondary school students.

RATE OF PAY

Varies according to the job and the country involved.

TIME-FRAME

Varies. Some exchanges are during the summer only, while others may last up to one year.

APPLICATION PROCEDURE

Contact your local Canada Employment Centre or Canada Employment Centre on Campus for further details on application procedures for specific countries.

INFORMATION CONTACT

Canada Employment Centre or Canada Employment Centre on Campus.

Experience '79 Program 2001 Quebec-Ontario Summer Student Exchange



Ontario Civil Service Commission

DESCRIPTION

This program provides employment to Ontario students in Quebec government ministries and agencies and work opportunities to Quebec students in the Ontario Government.

NUMBER OF POSITIONS

200.

QUALIFICATIONS

University students, 18 years of age and over.

RATE OF PAY

Provincial Minimum Wage.

TIME-FRAME

Summer.

APPLICATION PROCEDURE

Interested candidates send their Experience '79 application form to the Civil Service Commission.

DEADLINE DATE

April 1, 1979.

INFORMATION CONTACT

Ontario Civil Service Commission
French Language Services Commission
Quebec-Ontario Student Exchange Program
Frost Building South, First Floor
Queen's Park
Toronto, Ontario
M7A 1Z5

Open House Canada



Secretary of State

DESCRIPTION

This program is designed to provide Canadians between the ages of 14 and 22 with the opportunity to meet each other and to better understand another region of Canada. It funds reciprocal exchanges between groups of young people from all parts of the country for a minimum of five days.

Open House Canada offers three types of exchanges:

- between groups speaking different official languages and resident in different provinces;
- between groups speaking the same official language, but resident in different provinces;
- between groups speaking different official languages, but resident in the same province.

NUMBER OF PARTICIPANTS

Approximately 20,000 across Canada.

QUALIFICATIONS

All group members must be Canadian citizens or permanent residents between the ages of 14 and 22, have a Social Insurance Number and pay a \$10.00 fee to Open House Canada.

RATE OF PAY

Since this is a cultural exchange, there is no salary involved. The program reimburses participants for their approximate total travel costs.

TIME-FRAME

Year-round.









APPLICATION PROCEDURE










Application forms are available in all Canada Employment Centres and Post Offices across Canada.










INFORMATION CONTACT:








Open House Canada
Department of the Secretary of State
66 Slater Street, Room 2326
Ottawa, Ontario
K1A 0M5

Program Reference Chart

PROGRAM	NUMBER OF POSITIONS	TIME FRAME / DEADLINE	QUALIFICATIONS	RATE OF PAY	SPONSOR	PAGE
Agricrew - Teams of students providing agricultural labour for local farmers.	320 - Ontario	July and Aug. April 16, 1979	Secondary school students with an interest in farming and with some agricultural skills.	Provincial Minimum Wage	 Experience '79 - Ontario Ministry of Agriculture and Food	7
Assisting Community Agencies - Non-profit community agencies offer increased employment opportunities to young people.	1,750-2,000 - Ontario	May-August Varies with each agency	Young people who are residents of Ontario.	Provincial Minimum Wage	 Experience '79 Ontario Ministry of Culture and Recreation	13
Canada World Youth - 8 month exchange program with developing nations.	110 - Ontario	Program A starts July Program B starts Sept. / Program A March 15, 1979. Program B April 1, 1979.	Canadian Citizens or permanent residents Participants - 17-20 years. Field Staff - over 21 years.	Participants - Food, lodging & transportation Group Leaders - \$800/mo. Co-ordinators \$1000/mo. plus travel.	 Canadian International Development Agency	14
Canadian University Service Overseas (CUSO) - Overseas postings to assist in the development of Third World Countries.	300 - Canada	Year-Round Program	Demonstrated skill in a particular field, academic degree or trade papers. Selection based on personal interview.	Travel and living expenses plus salary. Varies with country of posting.	 Canadian International Development Agency	15
Career Oriented Summer Employment Program - Assignments with federal departments and agencies provide students with the opportunity to look at career possibilities which may be available after graduation	Varies	May-Sept. Recruiting takes place between Jan.-June	Vary with positions. Full-time students at universities, colleges, CEGEPs or technical institutes who will continue studies in 1979-80.	Varies with position	 Public Service Commission of Canada	5
Co-operative Education Program - Alternates practical work with study.	Not Applicable	Year-Round Program	Students enrolled in Co-operative Education / Co-operative Work programs in secondary and post-secondary schools.	Not Applicable	 Canada Employment and Immigration Commission	7
Employment Tax Credit Program - Tax incentive to assist employers to create new jobs for unemployed Canadians.	Target - 18,600 new jobs - Ontario	Year-Round Program	Not specifically for youth. Must be unemployed and registered with a Canada Employment Centre or Canada Farm Labour Pool.	No less than Provincial Minimum Wage. Employer sets rate.	 Canada Employment and Immigration Commission	6
Experience '79 - Experience-based employment program with 111 components offering jobs in the broad areas of culture, recreation, social services, education and environment.	13,500 - Ontario	May-Sept. / Post-Secondary employment - April 1, 1979. All others - April 16, 1979.	Program designed for young people 15-24 yrs. Qualifications vary depending on the position and the component program.	Provincial Minimum Wage	 Ontario Youth Secretariat	3

PROGRAM	NUMBER OF POSITIONS	TIME FRAME/ DEADLINE	QUALIFICATIONS	RATE OF PAY	SPONSOR	PAGE
International Youth Exchange Programs—Exchanges offering young Canadians the opportunity to gain work experience in another country.	2,400 Canadians in 1978	Some are summer exchanges and others last for up to a year	Canadian citizens between the ages of 18 and 30 years, in good health and who meet specific requirements for each exchange. Many of the programs are for post-secondary school students.	Varies according to the job and country involved	 Canada Employment and Immigration Commission in co-operation with student and cultural organizations	15
Involvement in Municipal Administration—Experience provided working in local government in areas of community planning and administration.	1,263 in 1978 in Ontario. Similar number in 1979.	Summer	Post-secondary school students enrolled in urban regional planning/Public business administration/urban geography, political science, economics or commerce.	Varies. Municipalities and planning boards receive \$125 a wk per youth hired.	 Ontario Ministry of Intergovernmental Affairs	10
Job Exploration by Students—Gives potential secondary school leavers a nine week job experience to help them decide whether to return to school or remain in the labour force.	1,263 in 1978 in Ontario	Up to 9 weeks 18 June-31 August	Students 15-19 years are identified by secondary school guidance counsellors.	No less than Provincial Minimum Wage	 Canada Employment and Immigration Commission	6
Job Experience Training Program (JET)—Recent school leavers are placed in jobs for up to 26 weeks to gain work experience leading to permanent jobs.	Over 11,000 in Ontario in 1978-79	Up to 26 weeks	Young people 16-24 yrs. unable to find or retain employment due to lack of experience or skills. Out of school 3-36 months. Registered at Canada Employment Centre, or Youth Employment Centre.	No less than Provincial Minimum Wage. Employer sets the rate.	 Canada Employment and Immigration Commission	5
Junior Agriculturalist Farm Program—Students from urban centres gain practical farm experience and insight into rural life.	280—Ontario	9 weeks July-August/ April 16, 1979	Students 16 and 17 yrs. with no previous farming background.	Provincial Minimum Wage	 Experience '79—Ontario Ministry of Agriculture and Food	8
Junior Conservationist Award Program—Projects are designed to develop young peoples' appreciation of the concepts of resource management.	35—Ontario	7 weeks July-August/ April 1, 1979	Youth 16—18 years with active membership in a conservation agency. Participants are sponsored by the agency.	\$10 a day plus room and board for 6 day week.	 Ontario Ministry of Natural Resources	8
Junior Forest Ranger—Youth learn about natural resources by working in special outdoor work camps.	1,968—Ontario	July-August/ Applications received from Sept.-Feb. 1	Students 17 years and not yet 18 yrs. by August 31 and resident of Ontario enrolled in secondary school.	\$10 a day plus room and board for 6 day week	 Ontario Ministry of Natural Resources	8
Katimavik—Action-learning program encouraging personal development and serving Canadian communities.	1,180—Canada	10 month terms/ Varies between 23 April and 11 July, 1979.	Youth 17-21 years in good physical and mental health.	\$1 a day plus room, board and transportation and \$1,000 at the end of the program.	 Department of National Defence funds non-profit organization.	12
Legal Aid Clinics—Program provides law students with the chance to work in Legal Aid Clinics.	159—Ontario	May-August/ April 1, 1979	Students who have completed at least one year of law and who have experience as volunteers in student legal aid clinics at their university.	Provincial Minimum Wage	 Experience '79—Ontario Ministry of the Attorney General.	13

PROGRAM	NUMBER OF POSITIONS	TIME FRAME DEADLINE	QUALIFICATIONS	RATE OF PAY	SPONSOR	PAGE
Native Students – Program provides opportunities for native students to work in academic and administrative departments at Ontario post-secondary institutions.	160 – Ontario	July-August/ April 16, 1979	Native secondary school students.	Provincial Minimum Wage	 Experience '79 – Ontario Ministry of Education	13
Native Youth Internship Program – Native/Metis youth are hired to work in various offices within the Commission.	42 in 1978 in Ontario	Summer/ Varies with each area	Native/Metis youth between 16 and 25 years.	Varies with different positions	 Canada Employment and Immigration Commission	14
Open House Canada – Reciprocal cultural exchanges between groups of young people from all parts of Canada	20,000 participants – Canada	Year-Round exchange. Minimum - 5 day visits.	Groups of Canadian citizens or permanent residents 14 and 22 years.	Not Applicable. Travel costs are paid.	 Secretary of State	16
Ontario Career Action Program (OCAP) – Program places young people in employment for up to 16 weeks giving them a chance to gain work experience and develop job skills.	5,750 in 1978 – Ontario	16 Weeks/ Year-Round Program	Youth 16-24 yrs. who are out of the educational system and have been unemployed for a minimum of six weeks.	\$100 a week stipend	 Ontario Ministry of Education	6
Ontario Youth Employment Program (OYEP) – Subsidies are provided to private sector employers who hire young people for newly created jobs.	Over 40,000 jobs created in 1978.	April 30- October 21, 1979	Youth 15-24 years, residing and eligible to work in Ontario.	Not less than Provincial minimum wage. Employer sets the rate.	 Ontario Ministry of Inter-governmental Affairs and Ontario Youth Secretariat.	7
Quebec-Ontario Summer Student Exchange – Program offers an employment exchange in the Ontario and Quebec governments for students from both provinces.	200 – Ontario	Summer/ April 1, 1979	University students 18 years and over.	Provincial Minimum Wage	 Ontario Civil Service Commission	16
Regular Summer Replacement Hiring – Various Ministries and agencies hire students to replace vacationing staff.	Approximately 8,500 – Ontario	May-Sept. depending on the job. Application should be submitted in early fall.	Students. Qualifications vary with the different jobs.	Varies with the job.	 Ontario Provincial Ministries in conjunction with Ontario Civil Commission	4
Scientific and Technical Employment Program – Designed to stimulate creation of permanent research and development jobs in the private sector.	475 – Canada	Year-Round	Science graduates with a degree from a recognized university and technicians with a minimum of a two year diploma.	Varies. Subsidies are provided to companies hiring the young graduates.	 National Research Council of Canada	11
Small Business Intern Program – Businesses receive funds to hire recent graduates who wish to acquire experience in a small business.	450 – Ontario	Year-round	Youth must have completed a recognized program of study lasting at least two years beyond secondary school.	Varies. Subsidies are provided to employers.	 Department of Industry, Trade & Commerce	10

PROGRAM	NUMBER OF POSITIONS	TIME FRAME/ DEADLINE	QUALIFICATIONS	RATE OF PAY	SPONSOR	PAGE
Students in Personnel – Places students in personnel offices of government and private industry	80-Ontario	May-August/ April 1, 1979	Senior university and community college students, preferably in Business Administration and Social Sciences with interest in the personnel field.	Provincial Minimum Wage	 Experience '79 – Ontario Ministry of Labour/ Ontario Civil Service Commission.	11
Students Training in Industrial Relations – Students hired by the Ministry and placed with sponsoring organizations, companies, unions, law firms and consulting firms to gain exposure to industrial relations.	55 – Ontario	May 14-Aug. 31/ Jan. 16, 1979	Senior university students with experience in industrial relations and an academic background in law, business administration, commerce or finance.	\$170 per week	 Experience '79 Ontario Ministry of Labour	11
Summer Youth Employment Program – 10 Federal departments offer 23 component programs designed to provide jobs which are socially useful and personally beneficial for participants.	64,000 – Canada	April-Sept./ Varies with each component	Positions are open to post-secondary and secondary school students, as well as youth who have left school. Qualifications vary with components.	No less than Provincial Minimum Wage. Varies with each position.	 Canada Employment and Immigration Commission in conjunction with 9 other federal departments	4
Student Venture Capital Program – Students receive interest-free loans up to a maximum of \$1,000 per venture to own and operate their own summer businesses.	160 – Ontario	May-August Loans must be repaid by 31 Oct. / Experience '79 Deadline	Senior secondary or post-secondary student 18 years or over.	Remuneration based on the success of each venture.	 Experience '79 – Ontario Ministry of Education	12
Young Canada Works – Organizations sponsor employment generating projects in response to community need and to provide experience and training for the young people involved.	35,000 – Canada	April 30- Sept. 8, 1979/ Varies in each community	Each project funded has its own criteria but preference is given to students.	Project Managers \$156/wk. Project employees Provincial Minimum Wage.	 Canada Employment and Immigration Commission	9
Youth Job Corps – Projects are developed by federal departments and agencies to provide young people with employment as well as training and experience.	8,000 students 16,500 non-students – Canada	Student – April 1-Aug. 31, 1979 Non-student – April 1, 1979- March 31, 1980.	Young people between the ages of 16 and 24 years.	Project Leader – up to \$228/wk. Assistant up to \$156/wk. Employees – Provincial Minimum Wage.	 Canada Employment and Immigration Commission	9
Youth Care for Senior Citizens – Young people are employed in institutions caring for the elderly and the handicapped.	1978-79 – 505 – Ontario	Year-Round	Young people between 18 and 25 years.	Varies depending on position and institution.	 Ontario Ministry of Community and Social Services.	15

services

Ontario Youth Secretariat



Ontario Secretariat for Social Development

DESCRIPTION

Originally conceived in 1972, the Ontario Youth Secretariat, which reports to the Honourable Margaret Birch, Provincial Secretary for Social Development, has worked to address the concerns of Ontario's youth.

This goal has been pursued through active participation in: the development of policy such as the government's position on youth and alcohol, the introduction of age of majority cards, youth employment programming, the stimulation of employment initiatives within both the public and private sectors, and the dissemination of information to young people, youth-serving agencies and government officials.

The Youth Secretariat also maintains contact with its client group by conducting secondary school visitations and seminars.

The organization itself is composed of:

- a Parliamentary Assistant who is an elected Member of the Provincial Parliament;
- an Executive Secretary;
- a Youth Employment Coordination Unit;
- a Field Unit; and
- a Policy Analysis Section.

The Ontario Youth Secretariat is a forum for the province's youth at Queen's Park.

TORONTO

Ontario Youth Secretariat
Box 224
700 Bay Street, 2nd Floor
Toronto, Ontario
M5G 1Z6

SUDBURY

Ontario Youth Secretariat
111 Larch Street
8th Floor, Suite 1
Sudbury, Ontario
P3E 4T5

OTTAWA

Ontario Youth Secretariat
151 Slater Street
Suite 705A
Ottawa, Ontario
K1P 5H3

LONDON

Ontario Youth Secretariat
245 Pall Mall Street
Suite 413
London, Ontario
N6A 1P4

High School Visits



Ontario Youth Secretariat

DESCRIPTION

High school students often lack information on a variety of topics such as employment opportunities, youth rights and consumerism. To address this situation, field liaison officers, who have been assigned specific territories within the province, visit a minimum of eight high schools per month in order to provide accurate and up-to-date information to students.

Seminars are conducted by representatives of the Secretariat, as well as outside resource personnel, on subjects such as resumé composition, job search techniques "making your own job", provincial employment programs and the role of the Youth Secretariat.

More than 200 high school visits are conducted each year, offering a minimum of two seminars per visit. Audience size varies.

INFORMATION CONTACT

The Ontario Youth Secretariat
Box 224
700 Bay Street, 2nd Floor
Toronto, Ontario
M5G 1Z6

SGIS – Student Guidance Information Service



Ontario Ministry of Education

DESCRIPTION

SGIS is a computer-based information system designed to support a school's educational and career counselling program.

The SGIS data base consists of five different types of information—careers, trainings (career educational requirements), post-secondary institutions, programs/faculties, and guidance-related information. The data base material is available in both English and French.

This computerized service provides information on approximately 6,000 occupational descriptions, 900 training programs and 150 post-secondary institutions, including universities, community colleges, private trade schools, and registered nursing assistants' schools.

A Vocational Interest Search has been added as a component to the system.

INFORMATION CONTACT

Guidance & SGIS
Student Activities & Special Projects Branch
Ministry of Education
Mowat Block
Queen's Park
Toronto, Ontario
M7A 1B8

Ontario Career Action Centres



Industrial Training Branch,
Ontario Ministry of Education,
(Colleges and Universities)

DESCRIPTION

Ontario Career Action Centres are designed to integrate career counselling services with specific community needs. These Centres ease the entry of youth into the labour market by providing 'one-stop' counselling facilities. Young people have the opportunity to research career information; learn how to write an effective resumé; acquire useful job search techniques; role-play job interviews; and receive individual guidance at the Centres.

To date, Centres operate in four locations with the assistance of the following community colleges:

Confederation College, Thunder Bay
Niagara College, Niagara Falls
St. Clair College, Windsor
St. Lawrence College, Brockville

INFORMATION CONTACT

Ontario Career Action Program
Ministry of Education
2nd Floor, 32 Grenville Street
Toronto, Ontario.

Employment-Related Services

 Canada Employment and Immigration Commission.

Canada Employment Centres – Services to Youth.

DESCRIPTION

In Ontario, each Canada Employment Centre offers an intensified service to youth to ease their entry into the labour market and provide specialized counselling and referral to youth-related programs and services.

INFORMATION CONTACT

Youth Counsellor

Canada Farm Labour Pools

DESCRIPTION

Specialized employment services for the agricultural industry are provided by Canada Farm Labour Pools. Individuals interested in seasonal or full-time agricultural employment should contact their nearest Pool Office.

INFORMATION CONTACT

Canada Farm Labour Pools are located in the following Ontario centres:

Athens	Chesterville	St. Eugene
Aylmer	Cobourg	St. Catharines/ Niagara Falls
Belleville	Delhi	Stittsville
Cayuga	Leamington	Tillsonburg
Chatham	Port Perry	Walkerton

Skill Training

DESCRIPTION

The Canada Employment and Immigration Commission maintains two major training programs in close co-operation with the Province of Ontario. The training priorities are decided by a joint federal-provincial committee.

The *Canada Manpower Training Program* operates in conjunction with colleges and vocational schools to provide courses which assist unemployed and underemployed workers to increase their skills and opportunities for employment and advancement. This program includes the classroom portions of apprenticeship programs, official language training and occupational skill training.

Training is not limited to youth. Individuals who are at least 17 years of age and who have been out of school for a minimum of one year may be considered for this program.

INFORMATION CONTACT

Local Canada Employment Centre

DESCRIPTION

The *Canada Manpower Industrial Training Program* operates in co-operation with industry. The Commission establishes financial reimbursement contracts with employers or employer associations to assist them in the training of employees. These workers then receive "on the job" training in places of business where emphasis is on *skill training* and training to meet the needs of industrial development.

INFORMATION CONTACT

Local Canada Employment Centre

Canada Employment Centres for Students



Canada Employment and Immigration Commission

DESCRIPTION

In response to the numbers of young people who look for summer employment each year, the Commission operates 127 Canada Employment Centres for Students across Ontario. Offices open in February to provide local youth with information on all summer jobs available, including those with the Ontario Experience '79 program and the Canada Summer Youth Employment Program. The centres are managed by recent post-secondary graduates and staffed by post-secondary school students who are called Student Placement Officers. In addition to providing information and advice on summer employment, the offices actively seek out job openings and refer suitable students to employers. They are also the referral agency for all non-career oriented summer jobs with the federal government.

INFORMATION CONTACT

Call the local Canada Employment Centre to find out the location of their Canada Employment Centre for Students.

Canada Employment Centres on Campus



Canada Employment and Immigration Commission

DESCRIPTION

In response to the particular needs of post-secondary school students, the Commission has established Canada Employment Centres on Campus at a number of colleges and universities. These centres provide employment-related counselling including sessions to develop effective job search skills. By facilitating on-campus recruitment and undertaking aggressive marketing activities, these offices place graduates and undergraduates in full and part-time employment.

INFORMATION

Canada Employment Centres On Campus are located at:
Algonquin College, Ottawa
Brock University, St. Catharines
Carleton University, Ottawa
Fanshawe College, London
Mohawk College, Hamilton
Lakehead University, Thunder Bay
Laurentian University, Sudbury
University of Windsor, Windsor
St. Clair College, Windsor
St. Clair College, Thames Campus, Chatham
Trent University, Peterborough
York University, Downsview
Ryerson P.I., Toronto
University of Ottawa, Ottawa
McMaster University, Hamilton

CHOICES



Canada Employment and Immigration Commission

DESCRIPTION

The Canada Employment and Immigration Commission has developed a system, called CHOICES, which provides personalized career advice from a computer. It is designed for use in Canada Employment Centres.

After an interview with a counsellor, anyone can use the system by simply typing into the computer terminal, information about their interests, aptitudes, education, future goals and expected salary.

Drawing on its large storehouse of occupations, the computer will respond by providing information tailored to the interests and qualifications of the user. The computer will converse in English or French as requested.

CHOICES does not make decisions or pass judgments but allows users to explore all the occupational possibilities that are available to them.

CHOICES is an advanced and sophisticated counselling tool which has gained an international reputation. Future plans call for the system to provide national and regional information on educational and training programs.

INFORMATION CONTACT

CHOICES is installed at Canada Employment Centres in the following locations:

Thunder Bay	Sault Ste. Marie
Sarnia	Kingston
Sudbury	Hamilton
Ottawa	Kitchener
London	Peterborough
Toronto area: Willowdale, Scarborough, High Park	

Youth Employment Centres

 Canada Employment and Immigration Commission

DESCRIPTION

In recognition of the unique problems faced by young people in areas of particularly high youth unemployment, the Commission has established Youth Employment Centres. Specialized staff provide a full range of services, including counselling and referral to appropriate youth programs, such as Job Experience Training and the Summer Youth Employment Program.

The community is encouraged to become involved with the Youth Employment Centre in developing special activities and a grass roots response to the employment-related needs of local youth.

INFORMATION CONTACT

In Ontario, there are four Youth Employment Centres:

LONDON

120 Carling Street
London, Ontario

OAKVILLE

134 Randall Street
Oakville, Ontario

PETERBOROUGH

129A Hunter Street, West
Peterborough, Ontario

SUDBURY

144 Pine Street
Sudbury, Ontario

Services to Secondary School Students

 Canada Employment and Immigration Commission

DESCRIPTION

To help prepare secondary school students for entry into the labour force, the Commission's School Liaison Counsellors introduce to guidance counsellors, the vocational guidance materials and aids designed by the Commission. They also help to identify employers who are willing to work closely with educators and encourage them to become involved in co-operative education/co-operative work programs. These School Liaison Counsellors, where invited, serve on Early School Leaving Committees to ensure that potential early-leavers have realistic labour market information. Counsellors may visit high schools to provide information on occupations. As well, they may conduct orientation tours of the Canada Employment Centre to explain programs and services to teachers and groups of students.

INFORMATION CONTACT

School Liaison Counsellor at your local Canada Employment Centre.

Resources: Vocational Guidance



Canada Employment and Immigration Commission

Following is a list of publications on career planning and job search produced by the Canada Employment and Immigration Commission. This material can be found in local Canada Employment Centres and assists people in exploring career paths and searching for available jobs. Much of this material is also available in guidance offices in secondary schools throughout Ontario.

Careers Canada

A comprehensive career guide in magazine format, provides information on 34 different occupational groups. Each booklet describes occupations in the occupational group or “family” and outlines the kind of work performed, the preparation and training required, advancement opportunities, and the future outlook or demand for workers. For example, the booklet “Careers in Health Care” describes occupations such as Physician, Rehabilitation Worker, Pharmacist, Dental Care Worker, Nursing Aid and Orderly.

Careers Ontario

A series of fact sheets on specific occupations in individual provinces. The Careers Ontario series includes 650 different occupations describing for each the job duties, educational requirements, working conditions and a variety of other factors. This information can be extremely helpful in expanding one’s knowledge of different occupations.

Index to Canadian Occupations (I.C.O.)

Many people find it difficult to relate their interests, abilities and job requirements to specific occupations, especially when there are so many possibilities from which to choose. The Index to Canadian Occupations is a systematic method of matching skills, interests and job expectations to a number of occupations which might be suitable. Guidance or Employment Counsellors can supply further information on this valuable career search tool.

Creative Job Search Techniques (CJST) Booklet

Creative Job Search Techniques is a well known and widely used program designed to teach methods of finding suitable job openings and of getting and handling employment interviews. Sessions are conducted in Canada Employment Centres as well as in secondary and post-secondary schools. The CJST Booklet has been adapted from this group counselling package and highlights ways to develop an effective job search strategy.

Canadian Classification and Dictionary of Occupations (CCDO)

This is the handbook most employment counsellors use. A two-volume set, the CCDO lists and describes more than 6700 occupations in the Canadian labour market. It also outlines various factors related to particular occupations, including aptitudes required, interests, temperaments and physical activities associated with the occupation, as well as environmental conditions, advancement and transfer possibilities, educational and vocational preparation requirements.

The Post-Secondary Program Tables

The Post-Secondary Program Tables list programs of one or more years duration offered in all of the Colleges and Universities in Canada. These tables help you find where particular programs are offered as well as comparing programs which may be similar or related. The tables are periodically updated to reflect program changes.

Creating A Career is a vocational guidance course designed to assist students in gaining a positive and constructive view of themselves and in relating to the world of work. In addition, it teaches the use of decision-making skills in career choices and job search techniques. **Creating A Career** is primarily available in secondary schools.

Plan Your Career is a semi-individualized version of **Creating A Career** in the form of a workbook. **Plan Your Career** concentrates on helping people to examine their likes, aptitudes and values as a first step in selecting an occupation and then to learn how to get a job. This workbook is still in the experimental stage.

Information contact: These resources are available at Canada Employment Centres. Many are also available in school guidance and placement offices.

Publications Available to Ontario Youth

In order to facilitate youth access to government sponsored employment programs, brochures detailing the intent and regulations of such programs are distributed to youth, youth-serving agencies or institutions and, where applicable, employers. Ontario brochures include:



- **Ontario Experience '79:** a guide to the Ontario Government's special summer employment program.
- **Student Venture Capital:** Want a Summer Job? Create Your Own. Ministry of Education (Colleges and Universities)
- **Ontario Youth Employment Program:** Program Guidelines
- **The Ontario Career Action Program:** Work Experience for that first job! Ministry of Education (Colleges and Universities)
- **Low Cost Small Business Consulting Service** Ministry of Industry and Tourism

In addition to these, several self-help pamphlets are available.

What can I do this summer? (Faculty of Education, University of Toronto) – offers constructive alternatives in reply to this question.

The job of looking for a job. How to handle it like a pro – provides young people with tips on effective job search techniques.

How to make your own business work for you – investigates several aspects of business operations and offers suggestions that contribute to success.

Employment Facts for Ontario Students – contains valuable information on legislation relative to young people entering the labour market.

Unless otherwise stated, all booklets are available from the Ontario Youth Secretariat.



Each Canada Employment Centre offers a range of self-help job search booklets and pamphlets. The following are designed specifically for youth:

Finding a Summer Job – tips on how to find a summer job.

Running Your Own Summer Business – designed to assist young people who wish to operate their own summer business. It lists types of businesses that have worked well for other students in the past.

Other Brochures Available:

Health Activities Summer Employment Program for Students and Promotion on Prevention Directorate Summer Resources Fund – produced by Health and Welfare Canada.

Young Canada Works – produced by Canada Employment and Immigration Commission.

Small Business Intern Program – produced by Industry, Trade and Commerce.

Employment Tax Credit Program – produced by Canada Employment and Immigration Commission.

Canada World Youth – produced by that organization.

Parks Awareness and You – produced by Parks Canada.

Open House Canada – produced by the Secretary of State.

Jet Spells New Opportunities for You – produced by Canada Employment and Immigration Canada.

Careers – produced by the Public Service Commission of Canada.

The Department of National Defence produces a brochure outlining their components under the Canada Summer Youth Employment Program.

These and other similar information materials are all available at your local Canada Employment Centre, Youth Employment Centre or Canada Employment Centre for Students. Drop into one of these offices to look through the brochures that may interest you.

How to find out where the jobs are.

Once you've decided what kind of job you're after you have to go after it. Now you're really getting into the "look" part of looking for a job.

Here, then, are the steps to take in order to actively look for your job. Don't do just one, do them all. You won't be able to apply for a job if you don't know it's there.

1. Use your connections.

Many first-time job seekers may feel embarrassed to use connections or contacts to help them find a job. Don't be. It's a very important link between you and a potential job.

Make a list of all the friends, relatives and neighbours who are working. Approach them all. Tell them what type of work you're looking for and ask if they know of any openings. Get them to check with their friends and acquaintances. Ask permission to use their name in your application letters. And follow all their leads. If you show you really want to work, they'll do all they can to help.

2. Visit employment agencies.

Putting people and jobs together is their business, so use them. Employment agencies include Canada Employment Centres, your school or college placement centres and any other services that exist in your city or town. Larger urban areas have many private employment agencies, some specializing in specific types of employment. You can find them listed in the Yellow Pages under "Employment Agencies." Remember, going to see their counsellors is just like going for an interview with a prospective employer. Dress and act accordingly. You'll find tips on how to handle face-to-face situations in the interview section of this booklet.

3. Call previous employers.

If you've worked for someone before, give them a call to see if they're hiring and would take you back. If they're not in a position to hire you, tell them what kind of work you're after and ask them to suggest any other contacts you could try. This, of course, will only work well for you if you have worked well for them.

The Interview

How to make the most of it.

Many people spend a great deal of time and trouble getting to the interview stage and once there, react like the dog that caught the car. They're not exactly sure what to do with it. If you're properly prepared (and if you've followed all the steps so far, there's not much left to do) the interview can work for you. Here are the steps you should take to make the most of yourself in an interview.

1. Schedule as many as you can.

The more often you go, the easier it gets. If there's a particular job you really want, try and schedule a few other interviews before that one. By the time you get to it you'll feel more confident. But don't leave it too long or you may miss the job.

2. Get the correct name and address.

Call the day before your interview and just double check to make sure you have it right. If you're not sure how to get there ask for directions. And while you're at it, check your appointment time and the name of the person you're to see.

3. Give yourself plenty of time to get there.

The worst thing you could do is show up late. So leave for your interview in good time to get there. It doesn't hurt to arrive early.

4. Know something about the business.

Find out a few basic facts like what they do and how long they've been in business. Your guidance counsellor or placement office can help there. Or if the company is a large one, check them out in the reference library. It'll show you're interested and will give you something to talk to your interviewer about.

5. Look neat.

There's no way around it. First impressions are very important. Manufacturers package goods attractively to help sell them and you have to present yourself in the same way. If you look neat and clean you give the impression that that's how you'll work. Besides, if you know you look okay, you'll feel okay. And that gives you one less thing to worry about.

6. Expect to fill out an application form.

This could happen before you meet your interviewer or after. Many companies have standard application forms. So, even if they already have your letter and résumé, they'll ask you to fill one out. Use the information from your résumé and make sure you bring your Social Insurance Card. Complete the application neatly. If there's something you're not sure about, ask your interviewer to explain.

7. Address your interviewer by name.

You know it. Use it. When you first enter the room say something like "Good afternoon Mr. (Miss, Mrs., Ms.) Smith. Thank you very much for taking the time to see me."

8. Be prepared for the unexpected.

Many interviewers like to ask questions like "Tell me about yourself." It can really throw you off balance. That's why it's handy to have your résumé with you. Take this opportunity to elaborate on the information in your résumé and to stress your strong points.

Just keep your cool and you'll do okay.

9. Talk to your interviewer.

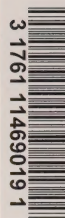
They're interested in what you have to say. If not, you wouldn't be there. Don't interrupt, but keep the conversational ball rolling. This is where your research on the company will show up. For example: "I understand this company began only ten years ago with five employees and now you employ over a hundred people. It must be very interesting to work for such an expanding operation." It looks pretty mundane when you read it, but it'll make you look interested, and interesting.

10. Be enthusiastic.

You don't have to come on like a tornado but make it clear that you really want the job. Your enthusiasm will come through if you follow the first nine steps. And it should. If you're not enthusiastic about getting the job, you can't expect anyone to be enthusiastic about giving it to you.

From *The Job of Looking for a Job*, published by The Ontario Youth Secretariat.

Summary of Contacts for Further Information



Provincial

TORONTO

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SUDBURY

Ontario Youth Secretariat
111 Larch Street
8th Floor, Suite 1
Sudbury, Ontario
P3E 4T5

OTTAWA

Ontario Youth Secretariat
151 Slater Street
Suite 705A
Ottawa, Ontario
K1P 5H3

LONDON

Ontario Youth Secretariat
245 Pall Mall Street
Suite 413
London, Ontario
N6A 1P4

Federal

Canada Employment and Immigration
Commission

- Canada Employment Centre
- Canada Employment Centre for Students
- Youth Employment Centre
- Canada Employment Centre on Campus
- Job Creation Branch Office
(Employment Development)



Ontario Youth Secretariat



Employment and Immigration Canada

Emploi et Immigration Canada